



# Nebraska Game and Parks Commission

2200 N. 33rd St. / P.O. Box 30370 / Lincoln, NE 68503-0370

Phone: 402, 471-0641 / Fax: 402, 471-5528 / <http://www.ngpc.state.ne.us/admin/jobs/jobs.asp>

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## JOB VACANCY ANNOUNCEMENT Advertised to Employees and Public

### LOCATION

Aksarben Aquarium  
Gretna

### TITLE

Staff Assistant I  
Fisheries Division

### SALARY

\*\$13.018/Hr.  
Position #02004

APPLICATION DEADLINE: October 8, 2010

**Essential Job Duties:** Provide administrative support to the Aksarben Aquarium by overseeing office duties and procedures; compiling records and reports for aquarium permits and sales accounts, including deposits of revenue; responding to public inquiries; ordering and selling gift items and permits. Schedule advance reservations for groups. Coordinate group activities for schools, senior citizens, day care centers, 4-H camps, YMCA, scouts and other special interest groups; maintain related records. Act as liaison with volunteer fishing instructors and teachers involved with the Youth Fishing Program and Aquatic Education Program. Maintain data to meet federal aid requirements. Perform related duties as required. Occasional weekend duties may be required.

**Required Knowledge, Skills and Abilities:** Knowledge of office support methods and procedures to include working knowledge of Microsoft Office. Ability to communicate with agency staff and the public to exchange information; maintain records and compile reports; operate computer. Excellent customer service skills.

**Requirements:** Coursework/training in administrative/office support functions, procedures, and methods, including the operation of personal computers and office equipment; research; or areas related to the programs and functions of the employing agency. OR Experience in performing administrative/office/secretarial support work including use of personal computers and office equipment. Prefer: Two years experience in secretarial or clerical support work with responsibility for developing and applying office support methods and procedures.

**To Apply:** Apply on line at [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov). Applications must be postmarked on or before the application deadline to be considered.

\*Persons new to Nebraska state government will be hired at the starting pay level. Pay rates for current Nebraska state government employees that are promoted/transferred to this position will be determined by the appropriate labor contract or Classified System Personnel Rules.